

C-O-N-F-I-D-E-N-T-I-A-L

25X1C

NO. 70-3

Records & Correspondence

20 August 1963

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Calendar of Events Reference System

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1. A new quick reference system is being set up for Director, use. This includes arrivals and departures of officers and staff, whether it be for operational or annual leave reasons; all meetings and formal functions for which the Director's presence is required; all visitors' arrivals, departures, hotel reservations, pick up times (and by whom), whom they are visiting (i.e. support, commo, plans, etc.); and any gentle memory ticklers on subjects that you wish to bring to the Director's attention. 25X1C

2. It is requested that any of the above items of information be submitted on a 3 x 5 card or tablet to one of the secretaries so that it can be entered in a classified calendar of events. The purpose of writing the information is to avoid any confusion on verbally-given data.

3. This system is effective immediately.

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